

EMPLOYMENT OPPORTUNITY

WAREHOUSE ASSISTANT

(At Will With Benefits/Full-Time Position)

THE SALARY: \$10.38 hourly, \$1,803 monthly, \$21,631 annually

THE BENEFITS: The Community Action Partnership of San Bernardino County (CAPSBC) a private, non-profit public benefit corporation, offers a range of benefit programs for employees and their eligible dependents. This includes medical and dental plans which are 100% employer paid for employees; group life insurance coverage which is employer paid and provides an insurance benefit of two (2) times the annual salary up to \$200,000 plus AD&D coverage, voluntary supplemental life insurance coverage for interested employees; vision contact lens benefits every two (2) years subject to required employee co-pays, vacation is earned at a rate of 20 days per year (6.15 hours per pay period) for full-time employees and is available for use upon completion of a six month evaluative period; fourteen (14) paid holidays; sick leave is earned at a rate of 3.69 hours per pay period for full-time employees; 403b retirement program which CAPSBC contributes 6% of employee's gross salary and employees may contribute up to the specified Internal Revenue Service requirements; Social Security is paid by CAPSBC for employees, as well as Medicare.

STANDARD WORK

SCHEDULE AND HOURS: Position is assigned to the 7:00 A.M. – 4:00 P.M., Monday to Friday) work schedule.

EXAMPLES OF DUTIES: Under the supervision of the Stores Specialist, the incumbent will perform such duties as: Order, receive and inspect incoming shipments to assure quantity/quality; verify for accuracy invoices/billings, shipping documents/packing slips; record and store equipment, materials and supplies; conduct monthly inventory of weatherization supplies; note discrepancies between recorded inventory and actual count; maintain all areas of warehouse in a clean and neat manner, meeting environmental health standards (i.e., trash emptied and floors swept, etc.); lift and move **heavy** objects and equipment weighing up to 85 pounds manually or with the aid of lifting devices; maintain files and logs; retrieve and post data to an automated or manual inventory record system; deliver/pick up tools for repair or sharpening; operate material handling equipment such as a forklift or pallet jack; answer queries regarding price, description and status of ordered items; daily processing of files from weatherization crews; may provide vacation relief, as necessary; perform other related duties as assigned.

MINIMUM QUALIFICATIONS: Education / Experience: Graduation from high school or equivalent. Applicant must be able to read, write and speak English at a level appropriate to the position and have **at least** six (6) months recent paid warehousing experience. Knowledge / Abilities / Skills: Good knowledge of: Safe

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driving practices and safety requirements and inventory techniques. **Ability to:** Lift up to 85 pounds; operate a forklift and pallet jack; develop/maintain good working relationship with program staff and vendors; perform basic mathematical computations; read/follow a map or Thomas Guide; conduct inventories using First In/First Out system in an automated and/or manual inventory record system; safely operate agency vehicles; follow oral and written directions; work overtime as required. **Skills:** Proficiently operate personal computer and various computer applications to include Microsoft Word, Excel, Windows, E-mail and use of the Internet to conduct research; operate a copier, calculator and other assigned machines, equipment and vehicles.

PHYSICAL REQUIREMENTS: Frequent walking, standing, bending, squatting, twisting, turning and balancing. Requires power grasping, precision grasping and pushing/pulling and fine manipulation in both hands. Reach or work continuously below shoulder level, and some above shoulder level. Visual requirement: Continuously demonstrate near and far vision. Frequently lift and carry up to 85 pounds or less.

LICENSE: Must possess a valid California Driver License, be insurable and have/maintain a verifiably good driving record throughout course of employment.

SPECIAL REQUIREMENTS: APPLICANTS MUST SUBMIT A COPY OF THEIR DEPARTMENT OF MOTOR VEHICLES (DMV) DRIVING REPORT WITH THEIR COMPLETED APPLICATION FORM. FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF APPLICATION.

APPLICANTS MUST POSSESS (OR BE ABLE TO OBTAIN WITHIN 30 DAYS OF HIRE) A CURRENT FORKLIFT OPERATORS LICENSE.

EXAMINATION: The examination will consist of: A. A competitive evaluation of qualifications based upon a review of the application and B. Those applicants passing the competitive evaluation of qualifications will be scheduled for an evaluation of training, experience, knowledge and abilities based upon an oral examination covering the following items: 1. Warehousing and storekeeping techniques, 2. Public/Human relations, 3. Communication (oral and written), 4. Mathematical computations, 5. Safety practices.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview and / or testing. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have / or be able to obtain (prior to hire date) a checking or savings account.

APPLICATION: Submit a completed CAPSBC application form to the Operations Division, 696 S. Tippecanoe Avenue, San Bernardino, CA 92415-0610. If you change your address or phone number after filing an application, please notify CAPSBC Operations Division immediately. Resumes will not be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in elimination from the examination process.

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CAPSBC is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Operations Division at (909) 723-1532.

CLOSING DATE: Continuous - until a sufficient pool of qualified applicants are identified or until the position is filled, then the recruitment will be closed.

PUBLICATION DATE: 11/4/08

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Employment Information

Employment Procedures

CAPSBC job opening announcements are displayed in program / division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun newspaper and the CAPSBC's website. **Applications are accepted only for open employment positions.** Persons desiring to compete for an open position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating "see resume."

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. "At Will" employment can be terminated at any time with or without cause by the agency or the employee.

For current employment openings and information, call the CAPSBC Operations Division at (909) 723-1532, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to www.sbcounty.gov/capsbc.

Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period.

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